



EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department / **Commerce & Business Admin.** Revision New Course
 Program Area: **Co-operative Education**

If Revision, Section(s) **C, H**
 Revised:
 Date of Previous Revision: **2000-09 new course**
 Date of Current Revision: **2004-09**

C: **COOP 2400** **D:** **Co-operative Education IIA** **E:** **9**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This final co-operative education course is an optional work placement which occurs in the semester immediately after Co-operative Education II. It enables students to apply and develop more extensively their knowledge and skills prior to finishing their academic program of studies. Over the duration of the paid work placement (12-16 weeks), students, with the support of a faculty advisor, use and expand learned academic transferable job search and program specific skills. Students set learning outcomes for the work experience and complete a work-term project. Students are encouraged to seek greater responsibility and/or challenging tasks and projects than they had or were involved in during the previous work placement(s)/ This course is not one of the courses required to receive a Co-operative Education designation.		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery a	H: Course Prerequisites: CO-OP 2300 + submission of designated application and job search documents + a cumulative grade point average of 2.33 or permission of the Dean.	
	I: Course Corequisites: Nil	
	J: Course for which this Course is a Prerequisite Nil	

M: Course Objectives / Learning Outcomes

At the end of the course, the successful student should be able to

1. Use job search skills to obtain a work placement.
2. Set, reevaluate, and achieve realistic, measurable learning objectives which expand on or are different from those set for previous work placements.
3. Use transferable employability skills effectively.
4. Use program specific skills effectively.
5. Prepare a work placement project to meet college and employer standards.

N: Course Content:

1.0 Job Search Skills

- 1.1 write targeted letters of application and resumes, which meet college and industry standards
- 1.2 research potential placement employers
- 1.3 complete successfully a job interview

2.0 Goal Setting

- 2.1 set work placement learning objectives
- 2.2 reevaluate and reset goals as situation requires
- 2.3 analyse success through self-assessment which is communicated to the faculty advisor verbally and in writing
- 2.4 outline growth and development since po(tlin)Tj10.02 0 0 1267.797 4494236 410.042.7in

P:	Textbooks and Materials to be Purchased by Students NONE
Q:	Means of Assessment Students will be assigned a grade of MASTERY when ALL of the following are achieved. Job search documentation and job interview result in a work placement Work placement learning objectives are defined and fulfilled Work placement project is completed based on given criteria Employer's evaluation is satisfactory based on given criteria Faculty advisor's evaluation is satisfactory based on given criteria
R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR Not applicable.

Course Designer(s):

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**

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